



**U.S. ARMY**



**ECATTS**

**User  
Manual**

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## **Section I: Introduction**

Welcome to the Environmental Compliance Assessment, Training, and Tracking System (ECATTS). This manual is designed to familiarize you with ECATTS and maximize its usefulness to you.

### **What Is the Environmental Compliance Assessment, Training, and Tracking System?**

ECATTS is a web-based training and assessment system accessible from any computer with Internet access. It was developed to provide environmental compliance information and training to users who need an understanding of environmental laws, regulations, and policies to successfully complete their jobs. The Army is using ECATTS to help you become familiar with the environmental compliance requirements that apply to your job. This will help you avoid some of the common problems that people encounter when they are unfamiliar with the environmental issues relating to the way they work.

ECATTS is easy to use, with training materials and test questions written in plain English. Training can usually be completed in a few short segments. In some instances, you may need more information than is contained in our training system. If so, contact your supervisor or the base Environmental Office. Some hyperlinks to further information sources on the Internet are included within the training modules themselves, and even more are located on the ECATTS home page.

Your use of the system is kept confidential. We encourage you to use the system as often as you like as a reference tool for environmental compliance information.

### **Why Should I Use ECATTS?**

The Army expects you to be familiar with the environmental compliance requirements that impact your work activities.

Ignorance is no reason for being out of compliance. You will be held responsible for violating environmental laws and policies. ECATTS will help you gain the general knowledge you need to do your job in accordance with environmental compliance laws and policies that apply to your organization. You are encouraged to use ECATTS as a starting place for learning about the types of activities that are regulated by environmental standards and requirements. This training will, at the very least, provide you with the basics of environmental compliance, and help you realize when you may need to find more information regarding an issue.

### **How Do I Know the ECATTS Site is Safe to Use?**

ECATTS is covered by a Secure Sockets Layer (SSL) Certificate. SSL is used to provide authentication and confidentiality for web services that run directly between a client and a server. On the login page, you will see "https" at the beginning of the web address (URL) along with a closed lock symbol. This tells users that ECATTS is a secure site.

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## Section II: First Time Registration

### Basic (and Quick) Registration Instructions

1. Go to your ECATTS website: <http://army.ecatts.com>
2. Click [Enter](#).
3. At the **Welcome to ECATTS** screen, refer to the **REGISTER - New Users** box.
4. **Ask your supervisor for the registration password.** Enter the password into the box.
  - a. If your supervisor cannot tell you the registration password, click [ECATTS Technical Support](#) at the bottom of the **New Users** box. You can request to have the registration password be sent to you via email. You can also call the help desk toll free number (866-730-4253) for assistance.
5. Click [Create An Account](#).
6. This will take you through a series of registration steps. In each step, fill in the requested information. After completing each step, click [Next Step](#).
7. At the final step, read the **User Agreement**. To complete registration, you must accept the User Agreement by clicking [I Agree - Complete Registration](#).
  - a. By clicking [I Agree - Complete Registration](#), you agree personally respond to the test questions and not allow others to respond to the questions on your behalf.
8. After you successfully register, you will be taken to the **Environmental Compliance Assessment, Training, and Tracking System** page (the ECATTS home page) for your installation.
  - From here, you have a number of options, including beginning training and testing or linking to other resources, all which are further explained in the following sections.
  - You may also choose to end your session by logging out. The next time you enter the site, you will login by typing the username and password that you just created.

## Detailed Registration Instructions

When you use ECATTS for the very first time, you will need to create a User account for yourself. After that, you will log into the system with your own username and password. Follow these steps to create a User account.

1. Go to your ECATTS website: <http://army.ecatts.com>
2. Click [Enter](#).
3. At the **Welcome to ECATTS** screen, refer to the **REGISTER - New Users** box.

**Welcome to ECATTS®**

**LOGIN - Registered Users**

If you have used this system before and have already created an account, enter your own personal User ID and password in the boxes below and click the "Login" button.

User ID:

Password:

**REGISTER - New Users**

If you are registering to use this system for the first time, contact your supervisor for an initial registration password, enter the password in the box below, and click on Create an Account to begin the registration process.

You will then be directed through several steps in a registration process. Enter your personal information into the required fields to create your own account.

Once you have completed the registration process, log in with your new User ID and password in order to access the system and begin your training.

Registration Password:

[Create an Account](#)

If you need help registering you can email [ECATTS Technical Support](#) or call 866-730-4253 for assistance. You will receive a response within 24 hours.

**Problem Accessing Your Account?**

Click the Help link below if you have forgotten your User ID or password and need help accessing your account.

[Help](#)

4. **Ask your supervisor for the registration password.** Enter the password into the box.
  - a. If your supervisor cannot tell you the registration password, click [ECATTS Technical Support](#) at the bottom of the **New Users** box. You can request to have the registration password be sent to you via email. You can also call the help desk toll free number (866-730-4253) for assistance.
5. Click [Create An Account](#).

## STEP 1 – Your Name and Contact Information

### ECATTS User Registration

**Step 1 - Your Name and Contact Information**

Enter your first and last name in the spaces provided.  
You may optionally enter your middle name or initial, but it is not required.

First name:  \*

Last name:  \*

Middle initial:

Provide an email address so that we can contact you.

Email address:  \*

\* You must enter information into all fields marked with an asterisk (\*).  
 Click the ? icon to get additional help.

1. Enter your first and last name.
2. Your middle initial is optional. However, it is a good idea to enter your middle initial if your name is likely to also be another user's name (i.e., John Smith).
3. Enter your email address.
  - a. Your correct email address is important. It enables ECATTS to send you a new password if you forget the one selected during registration.
4. Click [Next Step](#).

## STEP 2 – Account Information

### ECATTS User Registration

**Step 2 - Account Information**

Select a User ID and Password that you will use when you access this system. You must remember this User ID and Password and use it next time you log in.

You must select a member User ID for your new account.  
Select a User ID that you will remember because that is the name you will use to access this system in the future.

User ID:  \* ?

Choose a password for your account.  
Select a password that you will remember, but is not too easy for someone else to guess.  
Enter the password a second time so that we can verify it.

Password:  \* ?

Confirm password:  \* ?

\* You must enter information into all fields marked with an asterisk (\*).  
? Click the ? icon to get additional help.

1. Select and enter a User ID and password that you will remember. You will need them both to login to ECATTS from now on.
2. Click [Next Step](#).

## STEP 3 – Select User Type

The screenshot shows a web form titled "ECATTS User Registration" with a sub-header "Step 3 - User Type". The form contains a dropdown menu labeled "I am:" with a list of user types: Military, Civilian gov't employee, Contractor (Non-construction), Contractor (Construction), and Guest. The dropdown is currently open, showing the first two options. Below the dropdown is a "Service Branch:" label. At the bottom of the form are three buttons: "<- Go Back", "Cancel Registration", and "Next Step ->".

**ECATTS User Registration**

Step 3 - User Type

\* Select a user type:

I am:  \*

Service Branch:

- Military
- Civilian gov't employee
- Contractor (Non-construction)
- Contractor (Construction)
- Guest

\* You must enter information into all fields marked with an asterisk (\*).  
 Click the ? icon to get additional help.

<- Go Back   Cancel Registration   Next Step ->

1. Use the drop down menu to select one of the following User Types:
  - Military
  - Civilian gov't employee
  - Contractor (Non-Construction)
  - Contractor (Construction)
  - Guest
2. Next, choose your Service Branch and then click [Next Step](#).

## STEP 4 – Organizational Information

### ECATTS User Registration

Step 4 - Organizational Information

Select the base or installation you are registering for:

Installation:  \*

Major Command:

Brigade/Subordinate:

Battalion:  \* ?

Company:  ?

\* You must enter information into all fields marked with an asterisk (\*).  
? Click the ? icon to get additional help.

In this step you will be asked to provide organizational information for training and tracking purposes.

1. Select your base or installation from the drop down menu.
  - a. If your User Type is **Military, Civilian Gov't Employee, or Guest**, select your Major Command, Brigade/ Subordinate, Battalion, and Company from the drop down menus shown above.
  - b. If your User Type is **Contractor (Construction or Non-construction)**, select your company from the Company list. You will also be prompted to enter your company's contract number or title.
2. Click [Next Step](#).

---

## STEP 5 – Job Training Information

This step will help select your training plan. This is the set of ECATTS training modules that will be assigned specifically to you.

1. You will be asked to provide information about your current job functions based on the User Type you selected in Step 3.
2. Check any additional responsibilities for which you are required to qualify.
3. Click [Next Step](#).

## STEP 6 - User Agreement

### ECATTS User Registration

**Step 6 - User Agreement**

The [Terms of Use](#) for use of this site are incorporated into this User Agreement by reference and you agree to be bound by them, including any amendments we may make to them. Please review the current Terms of Use if you have not already read them.

**Personal Use:** You agree to use the system for your personal training and reference purposes (either for the benefit of yourself or your employer). You agree to personally respond to all test questions. You agree that you will not disclose your password to anyone else or otherwise permit anyone to gain unauthorized access to this site.

**Reproduction and Reuse:** Except as specifically permitted in the Terms of Use, reproduction or transmission of the materials contained in this site, whether electronically or in hard copy format to anyone is prohibited. None of these materials may be posted on the Internet or on corporate intranets without our written permission.

**Conflicts:** *In the event conflicts exist between the material provided in this training system and your contract documents, you acknowledge that the contract documents will always take precedence.*

**Disclaimer:** *This training is intended to make you aware of environmental compliance issues that you may encounter while you are living and working on military installations. You are still required to meet all requirements established by the United States Environmental Protection Agency (EPA), the United States Department of Defense (DoD), the United States Department of Labor, Occupational Safety and Health Administration (OSHA), your Service Branch, and the country, state, county and municipality where your installation is located. This training is not intended to be the sole source of information for compliance. Compliance decisions can be complex and should be made with the guidance of competent professionals. The information contained in this site is not intended to serve as legal or professional advice. We recommend you consult appropriate professionals before making any decisions with legal implications.*

1. After reading the User Agreement, click [I Agree – Complete Registration](#) to complete your registration.
  - a. By clicking [I Agree – Complete Registration](#), you agree to personally respond to the test questions and not allow others to respond to the questions on your behalf.
2. You will be taken to the **Environmental Compliance, Assessment, Training, and Tracking System** (ECATTS) home page for your installation.
  - a. From here, you have a number of options, including beginning training and testing or linking to other resources, all which are fully explained in the following sections.
  - b. You may also choose to end your session by logging out. Once you logout of the site, the next time you enter the site, you will login by typing the username and password that you created during registration.

## Section III: Login

### Returning User Login

Once you have registered you can login and use ECATTS from any computer with Internet access.

1. Go to your ECATTS website: <http://army.ecatts.com>
2. Click [Enter](#).
3. At the **Welcome to ECATTS** screen, refer to the **Registered Users** box.

**Welcome to ECATTS®**

**LOGIN - Registered Users**

If you have used this system before and have already created an account, enter your own personal User ID and password in the boxes below and click the "Login" button.

User ID:

Password:

**REGISTER - New Users**

If you are registering to use this system for the first time, contact your supervisor for an initial registration password, enter the password in the box below, and click on Create an Account to begin the registration process.

You will then be directed through several steps in a registration process. Enter your personal information into the required fields to create your own account.

Once you have completed the registration process, log in with your new User ID and password in order to access the system and begin your training.

Registration Password:

[Create an Account](#)

If you need help registering you can email [ECATTS Technical Support](#) or call 866-730-4253 for assistance. You will receive a response within 24 hours.

**Problem Accessing Your Account?**

Click the Help link below if you have forgotten your User ID or password and need help accessing your account.

[Help](#)

4. Enter your User ID and password and click [Login](#).
5. You will be taken to the ECATTS home page for your installation. It is titled **Environmental Compliance Assessment, Training, and Tracking System**.

## Login Help

### What if I forgot my password or User ID?

If you forgot your password or User ID, click [Help](#) at the bottom left of the login page (see screenshot on the previous page). The **Account Access Help** page will open.

### Account Access Help

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**I lost my password**

If you have lost or forgotten your password you should enter your User ID in the box below and click the Send New Password link.

My User ID is:  [Send New Password](#)

Your new password will be sent to the email address that you provided when you registered on the system.

---

**I lost my User ID**

If you have lost or forgotten your User ID you should enter your email address in the box below and click the Send My User ID link. Your email address must be on file in the ECATTS system. If your email address has changed since you registered on ECATTS, see the instructions at the bottom of the page on how to contact ECATTS Technical Support.

My Email address is:  [Send User ID](#)

Your User ID and a new password will be sent to the email address that you provided when you registered on the system.

---

**Contacting ECATTS Technical Support**

If you are still having a problem using this system you can email to [ECATTS Technical Support](#).

If you forgot your password, enter your User ID in the box that says **My User ID is:**

- Click [Send New Password](#). A new password will be sent to the e-mail address you provided when you registered. If you have updated your account with a newer e-mail address since registering, the new password will be sent to the updated email address.

If you forgot your User ID, enter your email address in the box that says **My Email address is:**

- Click [Send User ID](#). Your User ID will be sent to you. If your email address does not match any found in the ECATTS system, you will receive an error message. In that case, click the [ECATTS Technical Support](#) link for assistance.

Use the information sent to you (new password or User ID) to login to the system. You can then change the password that was sent to you (to something you can easily remember) by selecting [My Profile](#) from the home page primary navigation bar across the top of the page.

If your email address has changed since you last updated it in ECATTS (or you do not otherwise receive your User ID or password after requesting it), click [ECATTS Technical Support](#) for assistance or call the help desk toll free number (866-730-4253) for assistance.

## Section IV: ECATTS Home Page

After you login to the ECATTS system, the next screen that will open is the ECATTS home page. From here, you can access the following:

- a primary navigation bar horizontally across the top of the page
- reference areas on the left side of the page and along the bottom of the page
- links to your training, all available training, and installation specific information

### A. Primary Navigation Bar



#### Home

This link will take you back to your ECATTS home page from anywhere within ECATTS.

#### Training Plan

Click this link to go to the **Personal Environmental Training Plan** screen and view the following information (shown on the following page):

1. the job or jobs for which you registered
2. the overall status of your training
  - a. **Completed** means that you have taken all the required assessments and have answered **all** the questions correctly.
  - b. **Incomplete** means that you have not taken and/or passed all the assessments.
3. the required training modules assigned to you and approximate time to complete each module
4. the status of each training module in your training plan
  - a. **Passed** means you have already taken and passed the assessment for that module.
  - b. **Take the Test** means that you have not successfully passed the test for that module.
  - c. **Requalify** indicates that you can go directly to a test and requalify for a training module you previously passed.

### Personal Environmental Training Plan

NOTE: Depending on the duties/jobs for which you are registered, modules may appear in the below list more than once. Once you have successfully completed a module, it will display as "passed" wherever it is listed.

---

**1. Agronomy** → **1**  
 Status: Incomplete → **2**  
 You have completed 0 of 1 required training modules.

---

**Required training** → **3**

Sustainable Environmental Management (SEM) (~25 min) [Go to Training](#) | [Take the Test](#)

---

**Recommended training**

You have completed 3 of 5 recommended training modules.

General Environmental Compliance Issues (~15 min) [Go to Training](#) | [Take the Test](#)  
 Natural and Cultural Resources (~15 min) [Go to Training](#) | [Take the Test](#)  
 Pesticides (~10 min) [Go to Training](#) | (Passed) | [Requalify](#)  
 Recycling (~10 min) [Go to Training](#) | (Passed) | [Requalify](#)  
 Wetlands (~15 min) [Go to Training](#) | (Passed) | [Requalify](#)

If you have not completed training in a subject area, you can go to the training by clicking [Go to Training](#) or you can go directly to the test by clicking [Take the Test](#).

At the bottom of the page (shown above) is a button labeled [Update Training Plan](#). Click on this button to add or remove job functions or additional training from your training plan. (See **Change My Training Plan** in **Section C** of this manual for detailed instructions.)

## Test Results

Click [Test Results](#) in the primary navigation bar to view a list of all the tests you have taken. The system lists the test name, date taken, and your score. **You are required to score 100% in order to pass each test.** If you have done so, it will say **Passed** under **Test Score**.

Click [Review](#) to see which questions you answered correctly and which ones you did not.

[Retest](#) appears next to those tests that you have taken but have not yet passed. Click [Retest](#) to go back to and complete the test. **Only those questions you have not yet answered correctly will be presented to you.**

### Test Results

This page lists the tests you have taken. Click the Review link to review the results of a test. Select the Retest link to complete the test.

| Test Name  | Test Score       | Test Date         |   |
|------------|------------------|-------------------|---|
| Pesticides | Passed           | Dec-03-2009 11:18 | <a href="#">Review</a>                          |
| Recycling  | Passed           | Mar-05-2010 09:26 | <a href="#">Review</a>                          |
| Wetlands   | Passed (Expired) | Mar-23-2009 12:50 | <a href="#">Review</a>   <a href="#">Retest</a> |

---

## **Print Certificate**

Click this link to view all the training modules you have completed. Training for each subject is considered completed when you take the test and get all the questions correct (i.e., score 100%). The system lists the training module and date of completion.

From this screen you can print your Certificate of Accomplishment by clicking the button for the size certificate that you want to print (wallet or full size). The certificate lists all the modules you have successfully completed and the date completed. There is also an option to generate a pdf version of the certificate by clicking [PDF Certificate](#).

---

## My Profile

Click [My Profile](#) to view your account information. You can make changes to the following:

- your personal information (name and email address)
- user type
- installation and organizational information
- contractor information (if applicable)
- password

Click [Save Changes](#) when you are finished making changes.

## Suggestions

Use this link to send feedback, comments, or suggestions to the developers of ECATTS.

1. Click [Suggestions](#) in the primary navigation bar.
2. Select the Subject and level of importance from the drop down menus.
3. Enter your comments in the large blank text box.
4. Click [Submit](#).

Comments are encouraged. Every effort is made to respond to comments in a timely manner.

## Logout

Click this link to logout of (exit) ECATTS.

## B. Reference Areas

A reference section is located vertically along the left side of the home page. The links contained in the reference area provide additional useful information.

### Installation Home Page

This is a link to your installation's external website.

### ECATTS User Manual

Click [ECATTS User Manual](#) to open a copy of this User Manual.

### Notices

Relevant ECATTS related Command Notices can be added here by the installation ECATTS administrators.

### ECATTS Newsletter

Click [ECATTS Newsletter](#) to view the most recent edition of the ECATTS newsletter which highlights system enhancements, customer support tips, and other ECATTS updates.

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## Additional Links

There are several informational links along the bottom of the ECATTS home page as follows:

### Contact Us

Click [Contact Us](#) for links to the e-mail, phone numbers, and mailing addresses for ECATTS Customer Support and corporate offices.

### Terms of Use

Click [Terms of Use](#) to view the Terms of Use policies for International Center for Leadership Development, Inc.'s family of online application services which includes the Environmental Compliance Assessment, Training, and Tracking System (ECATTS) and the Environmental, Safety, and Occupational Health Training Network (ESOHTN).

### Accessibility

This website is designed based on the federal Section 508 standard for web sites. Achieving compliance with Section 508 is an ongoing process. If you have an accessibility issue with any part of this website, please contact us so we can help.

### Links

Click [Links](#) for an extensive list of links to external environmental compliance resources. The links are organized by environmental categories (i.e., Contamination Remediation, Spills, Pesticides, etc.). You can scroll through all the categories using the scroll bar on the right side of the page or click on one of the categories to go directly to the links for that topic.

Click any of the links to go to that external website. A new window will open. You can close this window and return to the ECATTS **Environmental Information Links** page by clicking the X (Close button) in the upper right hand corner of the screen.

## Training Manager

The ECATTS administrator at your installation can designate a user account as one of the following types of Training Managers:

- Training Manager for Major Command, Brigade/Subordinate, Battalion, or Company/Unit
- Installation Training Manager (can view the training records of all ECATTS users registered at their installation)
- Construction Company Training Manager (can view the training records of the ECATTS users registered in their company)

A link to the Training Manager home page is located on the lower left corner **ONLY** for those users designated as Training Managers. An example is shown below.



Training Managers can click on this link to reach the Training Manager home page. From here, you can perform the following tasks:

- review a number of reports regarding the use of the ECATTS system
- lookup user accounts
- list or add external training course descriptions or trainer information
- enter training completed via briefing

Following is a detailed description of the links on the Training Manager home page.



## Training Manager: Environmental Training Reports

[EMS Training Report](#) generates an EMS status report by user name, completion status, date of completion, and organizational information.

[Individual Training Report – All Accounts](#) provides a list of completed training by user.

[Individual Training Report – Lookup Account](#) opens the **Lookup Account** screen. Enter a name, user id, or company name (if you are a contractor) in the fields provided to find an account. Click [Search](#). This will bring you to the **Account Search Results** page. From here, you can credit external training, archive, or delete the selected accounts.

[Training Plan Progress Report](#) provides a status report of training plans.

[Module Completion Report](#) provides a list of users who have completed a specific module.

## Training Manager: User Accounts

[Lookup User](#) opens the **Lookup Account** screen. Enter a user name, user id, or company name in the fields provided to find an account. Click [Search](#). This will bring you to the **Account Search Results** page. From here, you can credit external training, archive, or delete selected accounts.

## Training Manager: External (Non-ECATTS) Training

The ECATTS system also allows Training Managers to manage a list of external (non-ECATTS) training course titles, descriptions, and trainer information. From the Training Manager home page, there are options to List or Add titles and descriptions of external training courses and trainer information as described below.

[List Training Courses](#): Click this link to generate a list of external (non-ECATTS) training courses. You can delete an existing course title from the list or click [Users](#) to view a list of course attendees. You can also click [Add Course](#) to add a new training course title and description. Enter the text and other requested information and click [Save](#). You can also click [Add Trainer](#) to add a new trainer. Enter the text and other requested information and click [Save](#).

[Add Training Course](#): Click this link to add the title and course information for an external training course as follows:

1. Click [Add Training Course](#) to go to the **Add External Course** page.
2. Enter the requested information in the fields.
3. Click inside a frame to enter or edit text.
4. Click [Save](#). The external course title and description will now appear in the list of external classes when you click [List Training Courses](#).

Click [List Trainers](#) to generate a list of external trainers. You can delete an existing trainer from the list. You can also click [Add Trainer](#) to add a new trainer. Enter the text and other requested information and click [Save](#). It is important that each trainer be added to the database as you will be asked to select the trainer when crediting a user with an external training course. You can also click [Add Course](#) to add a new training course. Enter the text and other requested information and click [Save](#).

Click [Add Trainer](#) to add a new trainer. Enter requested information and click [Save](#).

It is very important to click [Save](#) after you enter any new information into the text fields.

---

## **Training Manager: Briefings**

This function allows Training Managers to enter training completed via briefing by individuals without computer access and/or ECATTS accounts. For example, if you have personnel who work in an area without computer access and provide EMS training to them via briefing, it can be recorded here.

Click [Training via Briefing Menu](#) to access the **Training Manager - Briefings** page. From here, you can add or list briefings/ briefing attendees or generate briefing reports.

---

## C. Links to Training and Installation Specific Information

### Go To Your Training

From the ECATTS home page click “Go To Your Training” to go to the **Environmental Compliance Testing and Training page**.

### My Training Plan

#### Go to My Training Modules

Click [Go to My Training Modules](#) to access the **Personal Environmental Training Plan** page. This page was discussed in detail under **Training Plan** in the section above. It lists the following information:

- the job or jobs for which you registered
- the overall status of your training
- the required training modules assigned to you
- the status of each training module in your training plan

From this page you can do the following:

- [Go To Training](#) - Click this link to go to the training modules (for more information, refer to **Section V: How to Complete the Training**)
- [Take the Test](#) - Click this link to go directly to the test (for more information about taking tests, see **Section VI: Testing and Assessment**)
- [Update Training Plan](#) - Click this link at the bottom of the page to add or remove job functions or additional training to/from your training plan. (See **Change My Training Plan** below for more detailed instructions.)

#### Change My Training Plan

Click [Change My Training Plan](#) to access the page titled **Update Training Plan**. You can remove job functions from or add additional ones to your training plan. Some user types can also change job codes or military grades.

- You can **remove** a job function.
  1. Check the box next to the job(s) you wish to remove.
  2. Click [Save Changes](#) at the bottom of the page.
- You can **add** a job function or additional responsibility.
  1. Check the box next the job or additional responsibility you want to add.
  2. Click [Save Changes](#) at the bottom of the page.
- Some user types can also change job codes or military grades from this page.
  - **Military Users** can change military grade and specialty.
  - **Civilian Gov’t Employee Users** and **Contractor (Non-Construction) Users** can change job codes.

## All Available Environmental Training

From the ECATTS home page, click “All Available Environmental Training” to go to the **Table of Contents** which lists all training modules. You can click the Environmental Training folder to view all the training modules. Click the name of a module to open that specific training module.

You are welcome and encouraged to take any of the ECATTS training, and you will receive credit for all the tests that you pass.

### Installation Specific Information

Click “Installation Specific Information” to view additional environmental information. Examples of the information you might see are shown below.

### Environmental Contacts

This link provides information about whom or what office to contact at your installation when you have questions about environmental issues may be listed here.

| Environmental Contacts                       |          |        |
|--|----------|--------|
| Contact / Office Name                        | Phone    | E-mail |
| Aboveground and Underground Storage Tank     | 656-3317 |        |
| Clean Air & Safe Drinking Water              | 656-3103 |        |
| Environmental Compliance Inspections         | 656-3088 |        |
| Environmental Compliance Officer Training    | 655-3088 |        |
| Hazardous Waste                              | 656-7001 |        |
| Pesticides & Herbicides                      | 656-1350 |        |
| Solid Waste & Recycling                      | 656-3098 |        |
| Sustainable Environmental Management Program | 656-3317 |        |
| Chief, Compliance/Pollution Prevention Br    | 656-5301 |        |
| Cultural Resources                           | 656-6790 |        |
| Natural Resources                            | 656-3090 |        |
| Stormwater & Wastewater                      | 656-3105 |        |
| SPCC   | 656-3105 |        |

### Forms, Documents, and Checklists

If your facility supplied forms and checklists, or other sources of environmental information that they want you to have easy access to, they will be located in this area.

## Section V: How to Complete the Training

Unless otherwise directed by a supervisor, you are not required to complete the training or tests in any particular order. ECATTS keeps track of which training and tests you have completed.

### How to Access your Training Modules

1. When you login to ECATTS you will be on the home page for your installation.
2. To access your training modules,
  - a. click [Training Plan](#) in the primary navigation bar (located across the top of the page under the site banner), **OR**
  - b. click "Go To Your Training." Then, click [Go To My Training Modules](#) under the heading **My Training Plan**.



3. The **Personal Environmental Training Plan** page opens.
4. All the job functions for which you are registered are listed. Under each job function, the required training is listed by subject (air emissions, wastewater, asbestos, hazardous waste, etc...).
5. Click [Go to Training](#) to the right of the module you want to review.

**Personal Environmental Training Plan**

NOTE: Depending on the duties/jobs for which you are registered, modules may appear in the below list more than once. Once you have successfully completed a module, it will display as "passed" wherever it is listed.

---

**1. Agronomy**  
 Status: Incomplete  
 You have completed 0 of 1 required training modules.

---

**Required training**

|  |  |
|--|--|
| Sustainable Environmental Management (SEM) (~25 min) | <a href="#">Go to Training</a>   <a href="#">Take the Test</a> |
|--|--|

---

**Recommended training**

You have completed 3 of 5 recommended training modules.

## Primary Navigation Bar in the Training Modules

The primary navigation bar is the same when you are in the training modules as it is on the home page, with the following exceptions:

- The [Suggestions](#) link is titled [Request Assistance](#). You can use it to send feedback, comments or suggestions to the developers of ECATTS.
- There is an additional link in the primary navigation bar of the training modules. It is titled [Take Test](#). You can click [Take Test](#) from any page in the module to go to the test.

HOME
TRAINING PLAN
TEST RESULTS
PRINT CERTIFICATE
MY PROFILE
TAKE TEST
REQUEST ASSISTANCE
LOGOUT

Table of Contents

- [Introduction to Environmental Compliance](#)
- [What is Environmental Compliance?](#)
- [The Goal is Environmental Compliance](#)
- [Why is Environmental Compliance Important?](#)
- [Common Regulated Materials and Wastes](#)
- [General Environmental Compliance Pointers](#)
- [Housekeeping](#)
- [Where to get Compliance Help](#)

## General Environmental Compliance Issues

### What is Environmental Compliance?



*Laws and Permits*

Environmental compliance is meeting the requirements of laws and policies pertaining to air, water, tanks, waste, spills, and natural and cultural resources. This includes following any permit conditions that might apply to either your job activities or your facility.

You should be able to do your job without causing harm to the quality of the air, water and land around your facility or operations.

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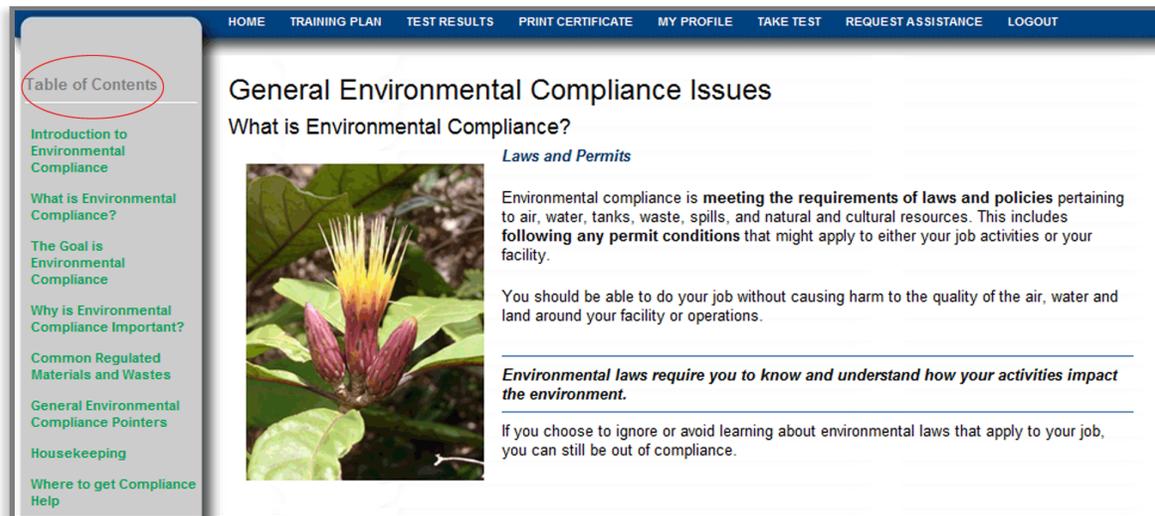
**Environmental laws require you to know and understand how your activities impact the environment.**

If you choose to ignore or avoid learning about environmental laws that apply to your job, you can still be out of compliance.

## How to Navigate Through the Training

ECATTS is designed to allow you to go through the training at your own pace. Once you access a training module, you will see that it is divided into pages that are listed in a **Table of Contents** on the left side of the screen.

- Review the training material on the first page. When you have finished that page, click [Next Page](#).
- Continue in this manner until you have reviewed all training pages in the module. You will know you have reached the end of the module when there is **no** [Next Page](#) link on the page you are on.
- You can review pages as often as you like. You can move back and forth between pages by clicking [Previous Page](#) at the bottom of a training page **OR** by clicking on the name of the page you want to go to in the **Table of Contents** on the left side of the screen.



The screenshot displays the ECATTS training interface. At the top, a blue navigation bar contains the following links: HOME, TRAINING PLAN, TEST RESULTS, PRINT CERTIFICATE, MY PROFILE, TAKE TEST, REQUEST ASSISTANCE, and LOGOUT. On the left side, a vertical sidebar titled "Table of Contents" (circled in red) lists the following items: Introduction to Environmental Compliance, What is Environmental Compliance?, The Goal is Environmental Compliance, Why is Environmental Compliance Important?, Common Regulated Materials and Wastes, General Environmental Compliance Pointers, Housekeeping, and Where to get Compliance Help. The main content area is titled "General Environmental Compliance Issues" and "What is Environmental Compliance?". It features a photograph of a yellow and red flower. Below the photo, the text reads: "Laws and Permits. Environmental compliance is **meeting the requirements of laws and policies** pertaining to air, water, tanks, waste, spills, and natural and cultural resources. This includes **following any permit conditions** that might apply to either your job activities or your facility. You should be able to do your job without causing harm to the quality of the air, water and land around your facility or operations. *Environmental laws require you to know and understand how your activities impact the environment.* If you choose to ignore or avoid learning about environmental laws that apply to your job, you can still be out of compliance."

## How to Exit a Training Module

Depending on where you want to go next, you can exit a training module in any of the following ways.

- If you want to return to your ECATTS home page, click [Home](#) in the primary navigation bar at the top of the page.
- If you want to take the test on the module you are currently in, click [Take Test](#) in the primary navigation bar.
- If you want to review a different module in your training plan, click [Training Plan](#) from the primary navigation bar.
- If you are finished with your ECATTS session and want to logout, click [Logout](#) in the primary navigation bar.

## Section VI: Testing and Assessment

ECATTS randomly generates each test for a module from a pool of available questions. Generally, there will be one question from each page in the training module on the test. You have thirty minutes to complete a test.

You should take the test on a module within a short time after completing the training (while the material is still fresh in your mind). You can, however, take tests whenever you want to, in any order, and even without reviewing the training module first.

### How to Access the Tests

You can access tests from the ECATTS home page or from within a training module.

- From your ECATTS home page:
  - Click [Training Plan](#) in the primary navigation bar (along the top of the page under the site banner); **OR** click on “Go To Your Training”. Then, click on [Go To My Training Modules](#) under the heading **My Training Plan**.
    - Either of these links will take you to your **Personal Environmental Training Plan** page.
    - Select the test you want to take by clicking [Take the Test](#) to the right of the chosen subject.
  - You can access any test by clicking on “All Available Environmental Training” to go to the **Table of Contents** page. Then, click the Environmental Training folder to list all training modules. Click on the module from the list. Finally, click [Take Test](#) in the primary navigation bar at the top of the page of the training module.
- From within the training module:
  - You can access the test for the training module you are in by clicking [Take Test](#) in the primary navigation bar at the top of the page.

### How to Take a Test

1. Access the desired test (see above). **You have thirty minutes to complete each test.** If you do not complete the test within the allotted time, you will time out of ECATTS. You will have to log back in to ECATTS and take the entire (same) test again.

**HINT:** If you feel that you are approaching the end of the allotted thirty minutes, you may want to click [Submit](#). The questions you answered will be assessed (see more details about the assessment below) and the ones you did not answer will be counted as “incorrect”. However, you can simply click [Retake Test](#). This will take you back to the test to answer the remaining questions, with a new thirty minute time limit. By doing this, you will not time out and have to retake the entire test.
2. Answer each question by clicking the bubble next to the correct answer.
3. When you have answered all the questions, select the office or installation for which you are taking this test from the drop down menu that appears at the end of the test. (There are occasions when Users will need to take a test prior to performing work for an office or installation other than the one for which they are registered.)
4. Click [Submit](#).
5. **By clicking [Submit](#), you certify that you personally responded to the test questions and did not allow others to respond to the questions on your behalf.**
6. Your test responses are automatically sent to ECATTS for immediate assessment.

## The Test Assessment

Immediately after submitting your test answers, you will see your results. The assessment indicates the number of questions you answered correctly.

- In the left column, all the questions you answered correctly are listed. You do not need to take any further action regarding these questions.
- In the right column, the questions you answered incorrectly are listed.

**Environmental Compliance Assessment  
Individual Test Report**

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**General Environmental Compliance Issues**

You have correctly answered 6 of 8 questions.

You must answer all questions correctly in order to pass this module.

| <b>Strengths:</b><br>Questions answered correctly   | <b>Weaknesses:</b><br>Questions answered incorrectly   |
|---|--|
| <p>1. Everyone working at this installation must be aware of environmental requirements. True or False? (a) True, (b) False</p> <p>3. Who should you contact if you have environmental compliance questions? (a) the EPA administrator, (b) your supervisor or the Environmental Office, (c) the Base Commander, (d) the Environmental Compliance Hotline</p> <p>4. Which of the following statements is true regarding environmentally compliant workplaces? (a) They have more worker health issues., (b) They have fewer worker health issues., (c) The chances of enforcement actions from regulatory agencies is high., (d) All of the above statements are true.</p> <p>5. Materials that may be encountered on a construction site that are subject to environmental disposal regulations include: (a) construction and demolition debris, (b) mercury containing devices, such as thermometers and switches, (c) fluorescent light bulbs, (d) all of the above</p> <p>6. If you encounter a floor drain in your work area you should: (a) use it for disposing of used motor oil and other liquid wastes, (b) assume that it is okay to pour anything and everything down it at any time, (c) assume that any floor drain is plumbed to the wastewater treatment plant, (d) none of the above</p> | <p>2. Does environmental compliance only include responding to spills? (a) No, (b) Yes<br/><a href="#">Go to on-line training</a>   <a href="#">Retake the test</a></p> <p>7. Empty buckets and cans should be put in the dumpster: (a) in a manner that prevents rainwater from accumulating, (b) only if they are made of galvanized steel, (c) only after they have been washed with soapy water, (d) both (a) and (b)<br/><a href="#">Go to on-line training</a>   <a href="#">Retake the test</a></p> |

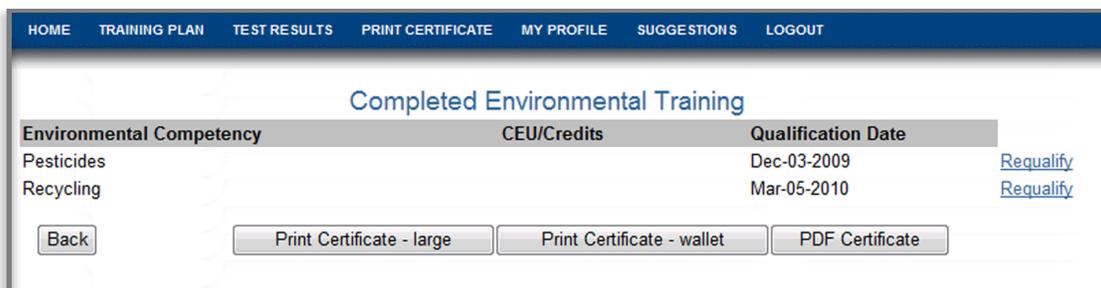
- You can attempt to answer the questions you got incorrect by clicking [Retake Test](#). Only the questions answered incorrectly will be listed and you can submit new answers.
- To find the correct answer to a question you answered incorrectly, click [Go to on-line training](#) and the training page will open.
  1. Review the page to find the information you need to answer the question.
  2. When you are satisfied you have the correct answer, do one of the following:  
Click [Take Test](#) in the primary navigation bar at the top of the page while in the module. All the questions you previously answered incorrectly will be presented for you to answer again; **OR**  
Click the back button on your browser window and you will return to the assessment. Click [Retake Test](#) and answer the question(s) again.
  3. Repeat this process as often as necessary until you have answered all the test questions correctly. **You must score 100% to pass the test.**

## Printing Your Certificate of Accomplishment

1. Click [Print Certificate](#) from the primary navigation bar at the top of the page.



2. The **Completed Environmental Training** page lists the modules you have completed, your continuing education credits, the dates on which you passed the tests, and any qualifications that have expired. The site administrator at your installation can also add external training credits to your completed environmental training.
3. Click the button for the size certificate that you want to print (wallet or full size). You will see your Certificate of Accomplishment. Based on your computer's settings, either the certificate will print or you will be prompted to send it to your printer. There is also an option to generate a pdf version of the certificate by clicking [PDF Certificate](#).



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## SECTION VII: Questions

Please contact ECATTS Technical Support with any questions regarding this manual.

**Telephone:** **ECATTS Support**  
407-880-9411  
866-730-4253 (toll free)

**Email:** [support@ecatss.com](mailto:support@ecatss.com)